

Regular Meeting
Monday August 6, 2012
6:00 pm
Chowan County Public Safety Center
305 West Freemason Street

Minutes

The Chowan County Board of Commissioners held their regular meeting on Monday, August 6, 2012 at 6:00 pm at the Chowan County Public Safety Center. Present: Chairman Eddy Goodwin, Commissioners Keith Nixon, Jeff Smith, Emmett Winborne, John Mitchener and Ralph Cole.

Commissioner Ellis Lawrence was absent.

Staff present: County Manager Zee Lamb, Finance Officer Kim Woodley and Board Clerk Susanne Stallings.

Chairman Goodwin called the meeting to order and led the pledge. Commissioner Cole then offered the invocation.

Public Comment

Chairman Goodwin called for public comment.

Bill Dunn a resident of 304 Powhatan Trail stated his concern for Hydrilla growing in the waters of Chowan County. He stated that he felt the County should look into a way to address the weed which he stated is transported by boats and is capable of killing native plants and aquatic life. He stated the Arrowhead Beach has raised the funds to treat the Hydrilla with a cost share grant from the state. He stated that to do another treatment, \$333 is needed. He requested that the Board develop a program to address the problem in the waters around Chowan County. He thanked the Board for their time.

Chairman Goodwin asked if Chowan County has monies budgeted for aquatic weed treatment.

Mr. Lamb stated that there is \$474 remaining in the fund.

Chairman Goodwin recommended that Mr. Dunn work with the County Manager and Staff to look into grants to assist with the costs of treatment.

Commissioner Nixon stated that he was aware of problems in Edenton Bay and recommended that staff look into Golden Leaf funds for the treatment.

Planner Landin Holland stated he was contacted by the Army Corps of Engineers to discuss meeting dates to talk about federal monies available. He stated he felt it would be beneficial for the County to look into these funds as well.

Mr. Lamb recommended that staff schedule a meeting with Mr. Holland, Scott Alons and Mr. Dunn.

Commissioner Smith recommended that Steve Gabel with the Extension Office be included.

Kathleen Hynes of 502 Chowan Trail stated her concern over the Hydrilla in the waters of Chowan Beach. Ms. Hynes read a statement to the Board stating that she along with other concerned residents of Chowan Beach are meeting with the County Planner, Landin Holland to review code violations in Chowan Beach that include people living in travel trailers and tents. She stated her appreciation to the Sheriff Office for additional patrols to which she attributes the reduction of crime in Chowan Beach. He stated she hoped to get the potential violations on the list for the next Board meeting.

Matt Wilson, representing the bonding company that has taken on the completion of RiverSound development requested the opportunity to update the Board and the public on the status of the development. He stated that a contractor has been hired to finish the digging of the infiltration ponds. He stated the weather has slowed the progress on this some. He stated there are four more contracts to be awarded and he hoped to have them signed in the next week. He stated that bidding the projects has also contributed to slowing the process. He stated that in April the bonding company felt the project could be completed in three months from the time it started. He stated that now that the contracts are being awarded, the bonding company hopes to have it completed by the end of the year.

Mr. Lamb requested that Mr. Wilson provide an update to the local newspaper.

Chairman Goodwin thanked Mr. Wilson for the update and requested that updates continue until the project is completed.

Mr. Wilson thanked the Board and added that there are several lot owners in RiverSound that are ready to build homes as soon as the development is completed.

Pettigrew Regional Library

Chairman Goodwin requested that this item be moved up on the agenda. He called on the Director of the Regional Library to provide information on the request.

Kay Davis provided the Board with an amendment to the Pettigrew Regional Library Agreement. The original agreement was signed in 1977. She reviewed the details of the amendment to the original contract.

After reviewing the changes, Mr. Lamb requested that “commission” on page two item number six be changed to “Local Government Commission”.

Commissioner Smith asked for clarification on insurance of property. He asked if the County is insuring books from other libraries in the system.

Ms. Davis stated that there are very few books on hand from other libraries.

Chairman Goodwin asked if there has been a situation where books from another library were damaged and claimed by the county that was housing the books.

Ms. Davis stated that last year after Hurricane Irene the books damaged belonged to Chowan County. She stated the books on loan from other libraries were not damaged.

Commissioner Nixon asked if the audits are broken down by county expenditures.

Ms. Davis stated yes, they are done for each County.

Commissioner Nixon asked what the library fund balance was.

Ms. Davis stated she thought it was around \$100,000.

Commissioner Nixon asked if Ms. Davis has received complaint calls about Saturday closure.

Ms. Davis stated she had not.

Commissioner Nixon asked if the County has authority to set the operational days of the Library. He stated that annually at budget time, operational hours have been of public concern.

Mr. Lamb stated that unless the law prohibits this, the County can require certain hours of operation in the annual appropriation.

Ms. Davis stated she would be open to discussing this concern with the Board of Commissioners in the future. She added that a schedule is recommended by the local Board but the Regional Board has the final approval.

Chairman Goodwin stated that annually at budget time, the local Library Board has indicated that without certain funds, the hours of operation would be decreased.

Ms. Davis stated that she felt the system was doing everything possible to be open. She stated it was decided that Monday was a better day to keep open after previously operating with Monday closed and Saturday open.

Chairman Goodwin asked if Chowan's annual appropriation to the Library was comparable to other counties in the system

Ms. Davis stated that Perquimans and Washington Counties give more.

Mr. Lamb stated that Chowan's debt service on the Library is far greater than Perquimans and Washington while several counties may give slightly more than Chowan for operational costs, that when factoring \$232,000 a year in debt service, Chowan County spends more on its library than other counties.

Ms. Davis stated that was correct.

Commissioner Smith asked who would be responsible for picking the committee as recommended in the agreement. He stated that the agreement states a representative would be selected from each County but does not specify who selects the committee.

Ms. Davis stated this would need to be worked out, she then stated if there was a disagreement, she would contact the County Manager or the County Commissioner's Chairman to discuss the

committee assignment. She added that she did not think the State Library Board would select the committee.

Chairman Goodwin stated he felt that the Chairman of the Board of Commissioners would be the point of contact for committee assignment, since the Chairman signs the agreement.

Consent agenda

a. Approval of Minutes

Attached are the minutes of the July 2, 2012 meeting for the Board's consideration.

Board Clerk Susanne Stallings noted a correction to page nine of the minutes.

Commissioner Smith asked for an update on the status of the Verizon tower antenna.

Mr. Lamb stated that all information has been submitted for the interference review study and that as of the time of this meeting, Verizon has not informed the county that the interference study has been completed.

b. Tax Release and Collector's Report (attached)

Cohee, N.	\$205.24	Wrong value assigned to vehicle
Copeland, J.	285.41	Senior exemption
Deberry, J.	183.75	Senior exemption
Harriss, G.	338.84	Senior exemption
Jones, P.	113.92	Adjusted value of boat
Stevens, T.	398.54	Wrong value assigned
Warner, M.	321.66	Senior exemption
Worrell, R.	674.59	Senior exemption
Wynns, L.	174.69	Vehicle Sold

The Board discussed the adjustment where a wrong value was assigned.

Mr. Kepley stated this is often done when the mileage exceeds the annual average of 15,000. He stated any mileage over that could be considered excessive and may provide for a reduction in the assessed value.

Commissioner Smith moved to approve items a and b with corrections. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

a. Budget Amendments FY 11-12 and FY 12-13

<u>BA 1112-077:</u>		INCR	DECR
11-3418-411-00	Register of Deeds Fees	2,589	
11-4180-183-00	Hospitalization	155	
11-4180-496-00	Cult. Arts Archive Fees	413	
11-4180-497-00	Conveyance Tax-State	2,021	

Appropriation of additional Register of Deeds fees collected in FY 2012 and corresponding payment to the State.

<u>BA 1112-078:</u>		INCR	DECR
11-3471-890-00	Health septic fees	437	
11-4710-499-00	Health septic fees	437	

Appropriation of additional Health/septic fees collected in FY 2012 and corresponding expenditure.

<u>BA 1112-079:</u>		INCR	DECR
11-4247-331	NCCC utilities		416
11-8200-171	Cent. Svcs.Committee expense		68
11-8200-184	Retiree health insurance		58
11-8200-185	Unemployment		509
11-8200-271	Storeroom-office supplies	1,238	
11-8200-321	Phone/postage		656
11-8200-331	Utilities-rental bldgs	469	

To cover shortages in Central Services store room office supplies and utilities for properties rented by the County.

<u>BA 1112-080:</u>		INCR	DECR
11-3438-890	Animal Shelter-misc. rev.	2,712	
11-3438-894	Shelter Donations	1,138	
11-4381-299	Dept supplies	3,850	

|Appropriate additional Animal Shelter revenues collected to cover overage in dept supplies.

<u>BA 1112-081:</u>		INCR	DECR
11-4120-370	Admin-Advertising		101
11-4120-453	Insurance & bonding		309
11-5210-440	ABC Bottle tax	410	

Transfer budget from Admin to cover ABC bottle tax payment. The 4th Q ABC bottle tax received in 2011 was not paid until FY 2012. The expense was not accrued 6-30-11.

BA 1112-082:		INCR	DECR
11-3990-990-00	Fund balance appropriated	304,152	
11-9800-980-60	Transfer to EMS Fund	304,152	
60-3980-980-11	Transfer from General Fund	304,152	
60-3437-410-00	Ambulance service fees-curr		304,152

Appropriate General Fund transfer to cover deficit in EMS fund due to current ambulance fees being over-budgeted in FY 2012.

FY 2013:

BA 1213-001:		INCR	DECR
11-4190-380-00	Land Records-software svcs	10,700	
11-4190-299-00	Dept. supplies	400	
11-4190-520-00	Software capital outlay		11,100

Correct line items in original Land Records budget for upcoming expenditures.

BA 1213-002:		INCR	DECR
49-3591-234-00	DPI Lottery Proceeds	123,000	
49-5913-606-00	JAHHS Admin Rnovation	123,000	

Appropriate funds approved by DPI 6-25-12 for the renovation of the Administration area at JAHHS, including the nurse station.

BA 1213-003:		INCR	DECR
11-3616-535-00	Sr. Center Donations-bldg	2,361	
11-4268-351-00	R & M-bldg.	2,361	

Appropriate donations received in FY 2013 to replace counter top in the Senior Center.

BA 1213-004:		INCR	DECR
11-3990-990-00	Fund balance appropriated	474	
11-4730-691-00	Div. of Water Res. Weed Erad.	474	
11-3990-990-00	Fund balance appropriated	3,200	
11-4730-692-00	Voluntary Ag. District (VAD)	3,200	

Appropriate carry forward of Aquatic Weed Eradication funding and Voluntary Ag. District funding from 6-30-12 in the Soil & Water Conservation Department. Funds were not spent in FY 2012.

BA 1213-005:		INCR	DECR	
11-3443-387-00	NIMS grant	1,121		
11-4331-600-00	2008 NIMS Training grant	1,121		
11-3436-260-00	2008 COPS grant	59,633		
11-3990-990-00	Fund balance appropriated	13,164		
11-4270-510-00	Equipment	72,797		
Appropriate remaining grant funding for NIMS Training grant (State) to be completed in FY 2013.				
Appropriate remaining grant funding for the COPS grant (Federal). In FY 2010, sales tax was claimed as expense on the COPS grant reimbursement. More funding was drawn down from the COPS grant than was expensed. The \$13,164 has remained in fund balance since May 2010. The COPS grant will be completed in FY 2013.				

<u>BA 1213-006:</u>		INCR	DECR
11-3990-990	Fund balance appropriated	197	
11-4950-600	SHIIP grant	197	
11-3495-369	NC DENR Pesticide grant	9,168	
11-4952-601	NC DENR Pesticide grant	9,168	
11-3990-990	Fund balance appropriated	500	
11-3495-375	4H United Way		750
11-4953-445	4H United Way		100
11-9900-999	Contingency		150
11-4953-440	Ag Ext program fees		2,000
11-4953-441	4H Council program expense		400
11-4953-448	4H Discretionary program exp	3,000	
11-9900-999	Contingency		600

Appropriate budget carry forward in SHIIP grant funds received in FY 2012 which have not been spent. Appropriate NC DENR Pesticide grant. Appropriate budget carry forward in United Way funds received in FY 2012 which have not been spent. Also correct the original budget for the 4H program fees/ expenses and 4H Discretionary fees/expenses to be in balance.

<u>BA 1213-007:</u>		INCR	DECR
11-3990-990	Fund balance appropriated	36,504	
11-9800-980-44	Transfer to DSS renovation	36,504	
44-3981-980-00	Transfer from General Fund	36,504	
44-8163-199	Construction	33,932	
44-8163-331	Utilities	2,572	

Appropriate remainder of budget authorized in capital project ordinance for the DSS Renovation. All funds were not expended in FY 2012

<u>BA 1213-008:</u>		INCR	DECR
25-3990-990-00	Fund balance appropriated	23,080	
25-4140-695-00	Contracted Services-P	23,080	

Correct original budget request as submitted by Tax Administrator-clerical error.

<u>BA 1213-009:</u>		INCR	DECR
11-4210-199-00	IT-Software relicensing		30,862
11-4170-380-00	Elections-IT software/services	12,771	
11-8200-186-00	Cent. Svcs-Worker's comp	11,302	
11-8200-451-00	Prop/Liab Insurance	6,789	

The Keystone tax software relicensing fees were budgeted in FY 2013 as well as the new tax software purchase. The Keystone relicensing fees for 2013 were paid in June 2012, therefore, the tax relicensing fees will not be needed in the FY 2013 budget. The excess amount budgeted will be used to cover overages in the worker's comp and property/liability insurances as well as Elections software which the State had indicated it would fund and now will not.

Chairman Goodwin asked the Board if they understood the new budget amendment format.

Mr. Lamb explained that budget amendments and transfers have previously been listed separately on the agenda because of the process for keying it into the county's financial software. He stated that internal budget transfers (transfers within a department) do not require Board approval according to current and past budget ordinances. He stated the new budget ordinance further restricts internal transfers to require that all internal transfers involving salary will now require Board of Commissioner approval. He stated that transfers from fund to fund or department to department are technically amendments and in the future will be listed as budget amendments, not transfers, unless the Board chooses otherwise.

Commissioner Winborne stated he did not like the new format. He stated he would like more information on internal transfers.

Ms. Woodley stated for formal approval transfers internally such as from travel to postage were not required to go before the Board. She stated that this current budget ordinance requires that transfers involving a salary line be approved by the Board of Commissioners. She stated in fiscal year 2012-13 no transfers involving salary can be made without the Board approving it.

Commissioner Cole stated he liked the format for the budget amendments.

Commissioner Nixon stated the Revenue/Expense report shows where monies are moved. He stated he is able to track the movement between lines. He added that what concerned him are transfers from fund to fund. He stated that he felt the Board would need some sort of alert on transfers from fund to fund.

Mr. Lamb stated the new procedures will allow financial matters to be more transparent.

Chairman Goodwin stated the printout allows the Board to compare the lines, but he felt the previous format provided a better method to notify the Board of transfers between funds.

Commissioner Smith stated he would want to know when transfers are made.

Ms. Woodley stated she can provide the Board with copies of all internal transfers each month.

The Board then discussed the budget amendments.

Commissioner Smith asked for clarification on BA 1112-81, he asked if this was normal to not accrue in the same fiscal year.

Ms. Woodley stated that the monies should have been accrued and counted in the previous year's audit. She stated that the County had to pay in FY 2012 and had to do the amendment to cover the payment.

Commissioner Nixon asked for clarification on BA 1213-06.

Ms. Woodley stated that the original budget did not match the program dollar for dollar and this amendment would match. She stated that the county did not know how much to match when budgeting.

Commissioner Nixon asked if this is an increase of their overall budget.

Ms. Woodley stated that \$500 of the amendment is carried over from United Way Monies, which has its own fund balance.

Commissioner Nixon asked for clarification on BA 1213-05.

Ms. Woodley stated that in 2010 sales tax was claimed as an expense that was not eligible. She stated that these monies have had a fund balance since 2010. She stated the money has been sitting in fund balance because more monies were drawn down than what was used.

Chairman Goodwin asked for clarification on BA 1112-080

Ms. Woodley stated that the Shelter had more revenues collected that were not budgeted. She stated there were no expense lines that it could be taken from so the revenues were used to balance expenses.

Commissioner Nixon stated that there were originally concerns that donations that were not spent were not going back to the County. He stated that staff wants to ensure that these monies are spent before the end of each year.

Ms. Woodley stated that the monies can be carried forward however there was some over expenditures over budget and the revenues were used to cover that.

Chairman Goodwin asked for clarification on BA 1112-082.

Ms. Woodley stated the revenues were over estimated in years past. She stated that the fund cannot be left with a deficit. She stated that when she performed preliminary fund balance estimates the auditor showed a fund balance that she could not find in the ledger. She stated she will look to reconcile this fund; however in FY 2012 there will be a deficit.

Chairman Goodwin stated he did not know the deficit for that fund would be that high.

Mr. Lamb stated that in June the Medicaid reimbursement was less than in years past. He stated in previous years the payment was around \$100,000 but this year it was \$60,000. He stated that the state now does the funding formula by county. He stated he is working with the director to reduce the cost to the county which is \$300,000 this past year. He stated that he has asked the director to reduce overtime and utilize more part-time. He stated that Medicaid, Medicare and Private Insurance are paying, however non-insured individuals are hard to collect payments from.

Commissioner Winborne asked for clarification on BA1213-08.

Ms. Woodley stated that there was miscommunication in what the Tax Office was requesting at budget time. She stated this would cover the costs for the revaluation contract.

Mr. Lamb stated that this money was in the revaluation fund balance.

Ms. Woodley noted that the financial report shows the fund balances in each fund.

Mr. Lamb stated that staff estimates fund balance to be approximately \$4 million. However 12th month sales tax collections will not come in until the 10th of August.

Commissioner Smith asked for clarification on BA 1213-09.

Ms. Woodley stated that when preparing the budget staff thought that they were paying the 2013 relicensing fees in July. She stated the county has paid these fees early and she was not aware of that. She stated that there were extra monies to cover the fees and she was able to use these funds rather than contingency or fund balance.

Mr. Lamb noted that this was going to be the last year of HAVA (federal money) for elections. He stated that the State chose not to match the federal money for next year, therefore the county will be required to pay the software last. He added that the estimates for workers comp and property and liability came in higher than last year costs, which were used for budgetary purposes.

Being no further discussion on the budget amendments, Commissioner Mitchener moved that they be approved. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

External Board and Committee Reports

Commissioner Mitchener provided the Board with a handout from the Hospital Directors Council.

Hunger Action Month

Cee Cee Petruncio provided a proclamation to Chowan County, declaring September as Hunger Action Month in Chowan County. She stated that this helps raise awareness in the community and brings volunteers to participate.

WHEREAS, Feeding America is the nation's leading domestic hunger-relief organization with a mission to feed and advocate for America's hungry through a nationwide network of member food banks; and

WHEREAS, the Food Bank of the Albemarle is a member of Feeding America and fights hunger and poverty in 15 northeast North Carolina counties by partnering with more than 130 local agencies to distribute food to the hungry; and

WHEREAS, both the Food Bank of the Albemarle and Feeding America seek to engage our citizens locally, statewide, and nationally in the fight to end hunger; and

WHEREAS, the number of people in the Albemarle area who need assistance is increasing as reflected in more households in poverty and more individuals being unemployed; and

WHEREAS, the fight against hunger is a fight that concerns each of us; and

WHEREAS, the contribution of our time, talent and treasure moves us ever closer to an answer to issues of hunger and poverty in our communities; and

WHEREAS, the citizens of Chowan County can visit the Food Bank of the Albemarle's website (www.afoodbank.org) for ideas of ways to make a difference for local emergency feeding programs, for the Food Bank, and especially for our hungry and needy during these thirty days of opportunities;

NOW, THEREFORE, BE IT RESOLVED that I, Edward C. Goodwin, Chairman of the Board of Commissioners of Chowan County do hereby proclaim September 2012 as Hunger Action Month in Chowan County.

Commissioner Smith moved that the Board approve the proclamation as presented. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Request for addition to secondary roads

Board Clerk Susanne Stallings presented a petition from the Sandridge Homeowners Association, requesting that Countryside Drive be considered by the North Carolina Department of Transportation for addition to the State Secondary Roads System. She noted that DOT has indicated they will accept the petition as submitted.

Commissioner Nixon stated that in the future he would like a map of the proposed road.

Chairman Goodwin stated that the County is making a recommendation to DOT and then DOT will investigate and make a decision regarding the road addition.

Commissioner Cole stated that if a school bus travels this road, it may be considered by DOT for addition.

Commissioner Mitchener moved that the Board recommend approval of the request to DOT. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Pettigrew Regional Library Agreement

Board members requested that the amendment be made to the agreement and placed on the August 20, 2012 agenda.

Planning Item

Planner Landin Holland presented a request from Merle Bunch to rezone six (6) parcels zoned I-2 Heavy Industrial to A-1 Agricultural. He stated these parcels were zoned in 2006 with county wide zoning as Industrial because of their proximity to the Dye Plant, which was in operation, at the time. He stated the adjoining property owners have expressed their support and there have been no concerns communicated regarding the requested rezoning. He noted that the Bunch and Chappell families were present to answer questions. He stated this request came when one of the lot owners requested construction of a single family home. He stated the Planning Board agreed that rezoning the lots would not have negative impact on the property or surrounding properties.

Commissioner Smith moved that the Board go into a public hearing. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Judy Bunch of 3201 Rocky Hock Road stated she was not aware the property was zoned Industrial in 2006. She requested that the Board approve the request for the property to be zoned agricultural.

Mr. Holland stated that the law allows a county, when zoning impacts 50 percent or more of the properties to advertise the zoning maps in the newspaper rather than direct mail notifications. He stated however, in the current rezoning request, 34 notices were mailed to adjoining property owners.

Chairman Goodwin asked if any of the adjoining property owners, including the current owner of the Dye Plant have contacted the county with concerns.

Mr. Holland stated no, the Dye Plant will not be impacted by the request.

Commissioner Nixon asked if Mr. Holland has spoken with the property owners impacted by the rezoning.

Mr. Holland stated that all but one property owner has indicated their support and the one that has not responded was notified.

Marie Chappell owner of one of the properties to be rezoned spoke in favor of the rezoning.

Being no further public comment, Commissioner Nixon moved to close the floor. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Commissioner Smith stated his support of the rezoning, and stated he felt the property should have never been zoned industrial. He moved that the Board approve the rezoning request.

Mr. Holland stated the Planning Board will begin looking at the zoning map for any similar situations.

Chairman Goodwin agreed with Commissioner Smith and stated he felt the property should not have been zoned industrial.

Commissioner Nixon asked if the property tax card reflected the zoning.

Mr. Kepley stated that when the schedule of values was done, zoning was taken into consideration however the use of the property was also taken into consideration.

Ms. Bunch stated her concern over the tax bill not showing a property's zoning on the bill.

Mr. Kepley stated the bill has limited space to put the zoning, adding that the property card does however show the zoning.

Chairman Goodwin asked for all in favor of the motion, the motion passed unanimously (6-0).

Code Enforcement Update

Mr. Holland stated that he has visited with concerned citizens at Chowan Beach. He stated the Recreation Association at Chowan Beach has a list of concerns that they have shared with him including travel trailers and tents being used as residences. He stated he would bring a list to the Board at the August 20, 2012 meeting and present some of the concerns and solutions. He stated several Homeowners Associations may be willing to assist with the process of identifying code enforcement violations in Chowan County.

Chairman Goodwin stated these properties should be identified county-wide not just in Arrowhead Beach or Chowan Beach.

Mr. Holland stated that he is also working on development of a step by step process to ensure all code enforcement citations are addressed uniformly.

Commissioner Nixon asked how it is possible for travel trailers to get permanent power from the utility companies.

Mr. Holland stated he was also working on getting an answer to that question. He stated he hoped to have answers for the Board on the 20th.

Tax Items

Tax Administrator Kep Kepley presented the Board with the June 30, 2012 annual settlement and stated he was also requesting approval for collection of the 2012-13 taxes.

Commissioner Nixon asked why the county would need another person in the Tax office if collections are at 96.79 percent overall.

Mr. Kepley stated that while the rate is successful, staff is not able to utilize the debt set off program and use garnishments and attachments.

Commissioner Cole asked if there has been good response from the delinquent letters.

Mr. Kepley stated the letters have generated revenue.

Mr. Lamb noted that the collection rate would further increase when the State assumes collection of motor vehicle taxes.

Commissioner Nixon moved to authorize collection of taxes for FY2012-13. Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Mr. Lamb noted that the month of July 2012 collections have been over \$700,000. He stated that while cash flow is not as high as the previous year, the collections are up for July. He noted that there will be some decrease in collections for the month of August since the 2 percent early discount has been discontinued.

Chairman Goodwin asked how this will impact cash flow in the coming months.

Ms. Woodley stated this is the reason behind having investments liquid.

Mr. Lamb stated he believes the cash flow situation for the county will be fine, though there may need to be money market transfers.

Commissioner Mitchener moved to accept the settlement statement for FY 2012-13.

Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Software purchase request

Mr. Kepley presented a request for the purchase of new software for the Tax Office. He stated that he recommends that the County purchase software from Bi_Tek. He stated according to his survey that several of counties that are using the current vendor have indicated dissatisfaction.

Commissioner Cole asked if employees will need training.

Mr. Kepley stated yes, and that training would be provided on site.

Commissioner Nixon asked why the request was on the agenda since funding was budgeted already for the purchase.

Mr. Lamb stated the amount of the project required that the Board approve it.

Ms. Woodley noted the Board budgeted \$54,000 for the first year including equipment costs.

Commissioner Nixon noted that future budgets will be increased for the expense.

Mr. Lamb stated the vendor has agreed to allow the County to pay over the next four years. He stated the County would pay \$60,000 to \$64,000 per year in years 2,3 and 4 then the payments for maintenance will be about half the cost in the \$30,000 to \$33,000 in years 5,6 and 7.

Commissioner Nixon asked if the \$34,000 to \$35,000 the county pays currently for software maintenance just for tax.

Mr. Kepley said yes.

Ms. Woodley stated that Keystone has increased the maintenance cost approximately 5 percent each year and the comparison assumes five percent increase per year for maintenance costs.

Commissioner Winborne asked if this software purchase is a stepping stone for financial software purchase.

Mr. Lamb stated that Bi-Tek does not have financial software.

Commissioner Winborne noted that Keystone bidded \$100,000.

Mr. Kepley stated that would be for upgrades to the current software.

Mr. Lamb stated that there have been concerns with Keystone's responsiveness to inquiries from staff.

Commissioner Mitchener asked if Bi-Tek would share upgrades with the County.

Mr. Kepley stated that Bi-Tek shares all enhancements at no charge with the other Counties, if an enhancement is ordered by one County.

Chairman Goodwin asked GIS/Land Records Manager Julie Sharpe for her opinion of the software.

Ms. Sharpe stated that at first she was skeptical of the software, she said she attended a demonstration and feels the software will do what the County needs it to do. She said that the representative for Bi-Tek met with her and assured her that Bi-Tek would work out something with the Register of Deeds Office to connect the office with the Tax system. She stated that the Register of Deeds may need new software but she feels the proposed software will do what the County needs it to do.

Commissioner Nixon asked how many counties are using Bi-Tek.

Mr. Kepley stated there are 16 counties in North Carolina and Gates County attended the recent demonstration here in Chowan County , and is also considering switching tax software.

Commissioner Cole moved to allow the County to purchase the software and enter into a contract with Bi-Tek for Tax Software.

Commissioner Nixon stated his concern with the County IT Director's comments about the Tax Software request at a previous budget meeting.

Mr. Lamb stated he believed Mr. Sliva's concerns were mostly with the financial software.

Commissioner Nixon asked if training is included in the cost.

Mr. Lamb stated the costs for training is included.

Mr. Kepley stated that if Keystone is not helpful in extracting data, that Bi-Tek feels the IT Director can extract the information.

Chairman Goodwin asked for all in favor, the motion passed unanimously (6-0).

Senior Center Request

Senior Center Director Connie Parker presented a request to amend the personnel structure in the Senior Center. She requested that one position be split into two positions (one 26 hours and the other 24 hours). She stated that she is not able to qualify for many grants when the hours of a position cannot be increased because of the need to pay retirement and health insurance.

Mr. Lamb stated that Ms. Parker originally requested that the 36 hour position in the Senior Center be converted to two 19 hour positions. He stated that budgeted monies for retirement the original proposed change would have cost the county less money than budgeted, and so Ms. Parker has revised her proposal such that nearly all the budgeted money will be spent.

Commissioner Smith stated this was discussed at the last Board meeting and asked if Ms. Parker looked into three (3) 19 hour positions.

Ms. Parker stated that if a grant moved an employee into 20 hours, she would have to pay retirement.

Mr. Lamb stated he would not object to what the Board decides but asked Ms. Parker to not change a proposal after meeting with him and agreeing on one.

Ms. Parker stated she considered the grants after meeting with Mr. Lamb.

Commissioner Smith stated that Ms. Parker had a good argument on saving money.

Commissioner Nixon moved to allow Mr. Lamb and Ms. Parker to meet and work together on a solution and present it to the Board at the next meeting. Chairman Goodwin asked for all in favor, the motion passed (5-1 Smith).

Appointments

Nursing Home Advisory Committee

Chairman Goodwin stated that the Albemarle Commission is requesting reappointment of two board members to the Nursing Home Advisory Committee. He stated that Lloyd Wayne Evans and Wayland Byrum are eligible for reappointment.

Commissioner Cole moved to reappoint Mr. Evans and Mr. Byrum. Chairman Goodwin asked for all in favor, the motion passed (6-0).

Albemarle Red Cross

Chairman Goodwin noted that the County has advertised this vacancy for several months. He stated that the County received an application from DSS Director Clifton Hardison indicating his interest in serving on this Board.

Commissioner Nixon moved to appoint Clifton Hardison.

Chairman Goodwin stated he felt Mr. Hardison's working relationship with the Red Cross and emergency shelters would make him a good fit. Chairman Goodwin then asked for all in favor, the motion passed unanimously (6-0) for the appointment.

Vacancies

Chairman Goodwin asked the Board to approve advertising an upcoming vacancies on the Town of Edenton Board of Adjustment, County Planning Board and County Board of Adjustment.

Annual Report – Elections

Elections Director, Rebecca Lowe provided the Board with an update on the annual activities of the Election Office. A copy of the PowerPoint is in the meeting file labeled August 6, 2012.

Timely and Important Matters

Commissioner Mitchener provided the Board with information on Coastal insurance Rates.

Chairman Goodwin provided the Board with a letter from Mediacom stating family cable rates will increase by \$2 to \$3.

Commissioner Nixon asked for an update on the Hurricane Fund.

Ms. Woodley stated that there is money sitting in the funds for repairs to buildings from insurance as well as FEMA. She stated she was working on reconciling that fund and would provide the Board a report at the next meeting.

Being no further business, the meeting was adjourned.

Edward C. Goodwin, Chairman

Susanne Stallings, Clerk